



# ACCOUNTING TECHNICIAN

## OPEN SPOT EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*

### SPOT FOR

Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Yolo County.

Positions exist in Yolo County.

### FINAL FILING DATE

**May 15, 2008**

Applications (STD. 678, Rev. 12-06) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol  
Selection Standards and Examinations Section  
P. O. Box 942898  
Sacramento, CA 94298-0001

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

### WRITTEN TEST DATE

**June 28, 2008**

### SALARY RANGE

**\$2638 - \$3209**

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

### ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.**

**Experience:** Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience, **AND**

**Education:** Completion of at least nine semester hours of a professional accounting curriculum. *(Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)*

*(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school, may be substituted for the required education and experience.)*

**NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing (i.e., copy of transcript.) Applications received without this information will be rejected.**

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

## THE POSITION

The Accounting Technician, under close supervision, maintains bookkeeping and accounting control records; makes journal entries; posts to general ledger and subsidiary ledgers; makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies; closes and balances accounts; compiles data for budget preparation purposes; prepares financial statements, reports, and documents; prepares correspondence; researches original input documents to trace, identify, and correct errors; prepares input documents to correct errors; maintains control of account codes and expenditure authorizations; checks allotments to see how much money has been encumbered by program; receives contracts where the Department is entering into agreement to pay for specific services; posts amendments to contracts; receives, reviews, and processes claims for payment in accordance with contract stipulations; maintains estimate and claims filed registers; maintains revolving fund ledger cards; processes revolving fund checks for salary and travel advances.

## EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not appear for the written test will be disqualified.**

### Written Test Only - Weighted 100%

#### Scope:

##### A. Knowledge of:

1. Principles and practices of financial record keeping.
2. Basic principles of accounting.

##### B. Ability to:

1. Express ideas and give instructions effectively.
2. Operate common office appliances used in financial record-keeping work and make arithmetical computations rapidly and accurately.
3. Analyze data and draw logical conclusions.

## VETERANS PREFERENCE

**Veterans preference** credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

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## HIRING INFORMATION

**Background Investigation:** The CHP conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD 678, Rev. 12-06) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

## GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examinations Program, telephone (916) 375-2535, three days prior to the written test date if he/she has not received his/her notice.

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Written Test Location(s):** It is anticipated that the written test will be scheduled in West Sacramento.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Veterans Preference:** Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience". Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veterans points: 10 points for disabled veterans; 5 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from SPB offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.